

Critical Positions
Financial, Quality & Technology Services
Deputy Director's Office
February 2008

Title & Description of Position	Critical
Departmental Analyst 12	Yes
<ul style="list-style-type: none"> • Statewide DHS online manual expert & direct liaison between central and local office staff and DIT for both the retrieval and maintenance of policy • Trainer for the navigation & retrieval of online manuals (OLM) • Coordinator of policy for adult, children's services, juvenile justice and the cash, MA, food, CDC & emergency programs • Facilitating inclusion of new manual groups & ongoing coordinator of these new manuals • DHS liaison with DIT in the search for and subsequent writing of the RFI, RFP & SOW for a Web version of online manuals & electronic approval workflow • Facilitator of the Spanish Language Proofreading Workgroup • Create & maintain the public Web pages for DHS in the areas of Assistance Program, Client Application, Electronic Benefit Transfer, Forms & Publications, Energy Assistance Programs, etc. • DHS Content Language Editor working with Michigan.gov on a foreign language Web site • Designed and maintain an internal Web page for staff, OLM News & Tips 	